HeF/IMAP Note Quick Steps

IMAP Clinical Notes (Initial Multiscreen Assessment Page) is a consolidated group of screens that allow for clinical notes on a patient to be made and saved within HeF/ICDB.

STEP 1: Log into the ICDB via the MAMC Intranet or by entering via SSOFI. You then will use your CHCS username and password via the web or your Network Username and password via SSOFI.

STEP 2: Select an Individual Patient; the first screen encountered will be the Patient summary.
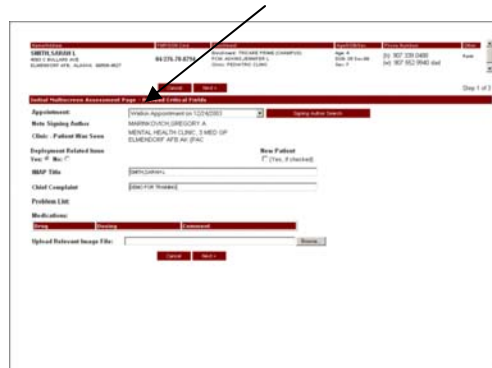

"Patient Summary Page"

STEP 3. : On the left side tool bar select IMAP Doc Portal under "Summary/IMAP Doc Portal or inSSOFI click "Notes", Click "Create A New IMAP".

"IMAP Doc Portal/Create A New IMAP"

STEP 4: Enter the Assigned Provider, upload any EXTERNAL Images and note if it is a

deployment related issue on page 1 of the IMAP. Click Next for page 2.

Add Provider Menu – Walk In Patient

STEP 5: On Page2, Enter Patient Vital Signs in the "pop up" window; ensure Update is selected before closing this window.

STEP 6: Enter and update patient information regarding learning needs, non-prescription drugs being used and continue to page three by selecting "next" at the bottom of page2.

STEP 7:) Enter the level of confidentiality, view labs and rads if necessary on page three,
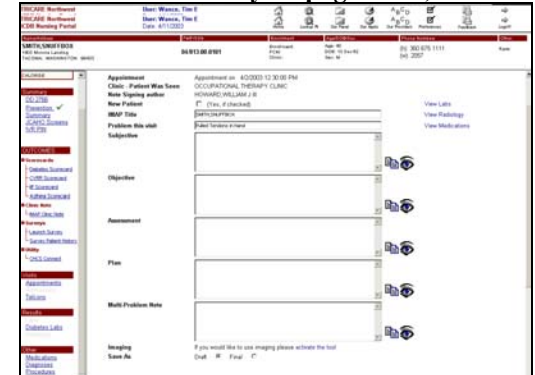
"IMAP Page 3"

STEP 8: (OPTIONAL STEP) Select a template if you choose to by clicking on the select template icon to the right of each free text box (S.O.A.P.) and Multi-Problem note. This image reflects the Subjective but there is a template for each of the other sections as well. Select the needed template and click on "Paste" to insert the template data into the IMAP Clinic Note.
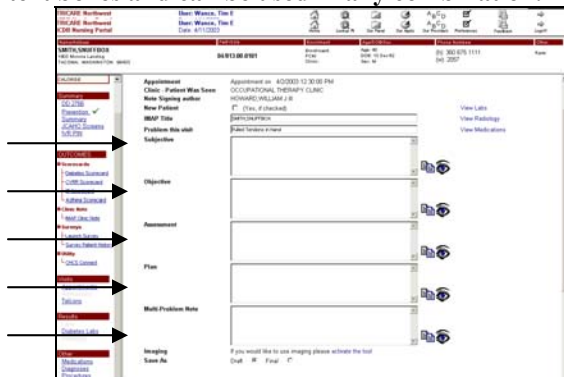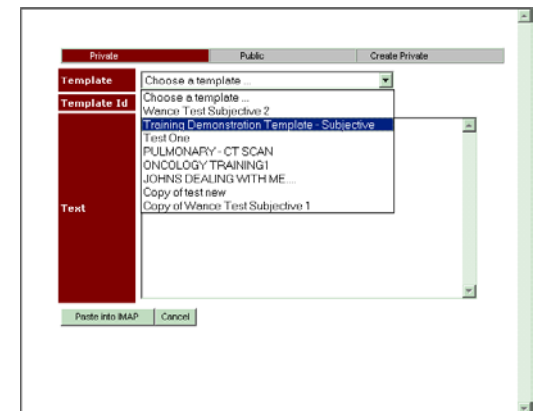

"Template Selection - Subjective"

**Continue with steps 9-13 on reverse of this document**

STEP 9: Enter patient information in the free text boxes for Subjective, Objective, Assessment, Plan or select Multi-Problem Note. These are free text boxes and can be used in any combination.


"SOAP note entry"

STEP 10: IMAP Note can also include an image file by selecting the "Image Tool" at the bottom of the page, select image from image library by clicking on the box at the lower right side of the image. This
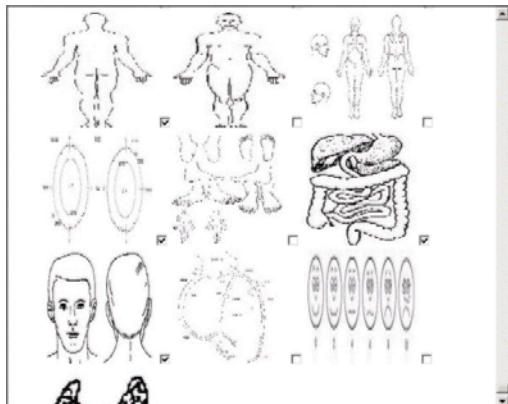
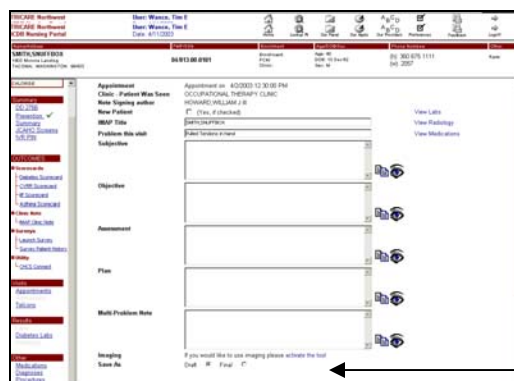will import the image to your personal library.

"Personal Image Gallery"

STEP 11: An image can be annotated with highlights and freehand drawings using your mouse and the drawing tool.

To upload an image click on 📁 on Toolbar.
To start annotations click on ✂ toolbox on Toolbar.
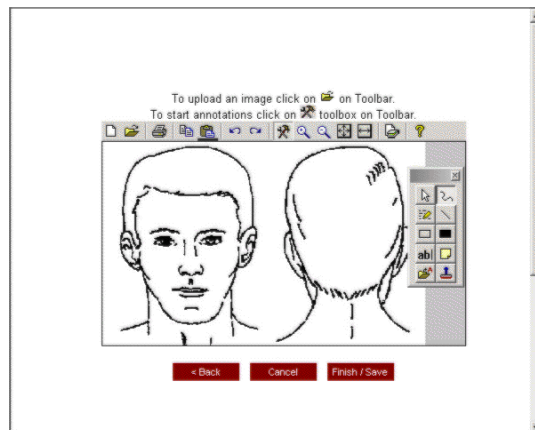
"Image Drawing Tool"

STEP 12: Once an IMAP is complete it is saved, usually as a "Draft" note. A final note is saved when the assigned provider approves it.

"Save as Draft or Final"

STEP 13: A copy can be printed as a draft or final version to be kept in the patient record. The IMAP note prints on an SF600. Draft versions are visibly marked with the word "Draft" in light gray on the document.

"IMAP SF600"

This is a QUICK REFERENCE GUIDE and is not intended to address all functionality of the IMAP clinic note. It is intended to be a basic reference to IMAP Clinic note creation.